



# Hendry County Sheriff's Office Central Records

## Chapter 100 Records



**Eff. Date:**  
06/10/2019

**Review Date:**  
06/10/2022

**Revised Date:**

**Policy # CR 103.15**

**Subject: Fingerprint Records**

**I. PURPOSE:** To establish guidelines governing requests for the inspection, copying and release of records which are considered confidential.

**II. SCOPE:** This order shall apply to all records section members.

**III. POLICY:** It is the policy of the Hendry County Sheriff's Office that all public records in the custody of the agency shall be open for inspection by any person. This policy is limited only to the extent that records or parts of records in the custody of the agency are made confidential and/or exempt from disclosure pursuant to Chapter 119, Florida Statutes (Public Records Act) or other provisions of law.

**IV. PROCEDURE:**

Biometric identification information is exempt from disclosure per 119.07(1) F.S.

**V. GLOSSARY:**

**Biometric Identification Information:** any record of friction ridge detail, fingerprints, palm prints and footprints.

**Your electronic signature in Power DMS acknowledges you have read this policy and understand it.**